

HASHIM SALAHUDEEN

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Dear Hiring Manger

Please accept this letter as an expression of my interest in the Personnel Officer position have more than 7 years' experience in HR field. I am a highly motivated and progress-focused Human Resources Officer with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to CADDELL CONSTRUCTION CO (US company)

Throughout the course of my career, I have perfected my Organized and efficient in daily tasks, Excellent verbal and written communication skills and

Able to multitask, prioritize, and manage time efficiently, Goal-oriented, organized team player abilities. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency.

In my previous role, I contributed collaboration, critical thinking, and Able present company mission and history clearly and confidently toward team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong communication talents. I enjoy collective brainstorming sessions which all me to coordinate activities to achieve a common goal.

I am available for day or night shifts, depending on your specific needs. In either case, I am sure that my experience and skills will be a useful resource for your company.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy. Thank you for your consideration.

Sincerely,

Hashim Salahudeen



HASHIM SALAHUDEEN

OBJECTIVE:

Seeking for an opportunity in Human Resource domain, wherein I can utilize and expand upon related education, skills, experience and capabilities to achieve organizational and personal goals.

PERSONAL SUMMARY:

A smart HR professional with positive attitude and right competency required. I have an overall experience of about over 7.5 year of experience in to various domains of Human Resource. Such as; Administration & Personnel, Manpower Planning, Payroll, database & absence management etc.

HR SKILL

Organized and efficient in daily tasks , Excellent verbal and written communication skills ,Able to multitask, prioritize, and manage time efficiently, Goal-oriented, organized team player, Creative problem solver who thrives when presented with a challenge ,Encouraging to team and staff; able to mentor and lead, Able present company mission and history clearly and confidently, Great "people-person" skills and professional attitude

WORK EXPERIENCE:

CADDELL

"CADDELL construction co." in Saudi Arabia (Dammam)

Project	:	Dhahran US Embassy Project
Position	:	HR Personnel Officer
Client	:	OBO Construction USA
Duration	:	09-Aug-2018 to 21-Oct-2020

Contact Details:

Location: India, Kerala
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Personal Information:

Date of Birth: 14th June , 1990
Nationality: Indian
Marital Status: Married
Passport No.: U8422688
Religion: Islam

Other Details:

Languages: English, Hindi & Malayalam (Read, Write & Speak), Manageable in Arabic
Hobbies: Driving, Reading

Interpersonal Skills

- ❖ An excellent communicator & leader with analytical, convincing and influencing skills.
- ❖ Exceptional communication (Verbal and on paper).
- ❖ Target oriented with ability to reinforce concepts in a positive manner

IT Skills

- ❖ Microsoft office (Advanced)
- ❖ Outlook
- ❖ Oracle (HCM)
- ❖ Window & Software Installation
- ❖ EPS ONLINE

Areas Of Expertise

- ❖ Absence Management
- ❖ Payroll Elements entries (Oracle)
- ❖ Personnel & Employment
- ❖ Line manager & location changes with mass updates.
- ❖ EPS updating (employees details)
- ❖ Payroll element entries (EPS)

Courses (Certification)

- ❖ Office secretary course Comprised of Advanced MS-Word, Excel, Power Point, Internet and Outlook Express.
- ❖ Computer hardware and networking diploma (2years)

OVERALL KEY DUTIES AND RESPONSIBILITIES

- ❖ Maintaining employee records and paperwork
- ❖ Maintain personnel files for all staff and ensure that the EPS Personnel database is kept up to date
- ❖ Provide accurate management information as and when required
- ❖ In charge of the entire visa process for employees in regards to new visas, renewal, worker card etc.
- ❖ Maintain monthly and year-end report regarding termination, transfer and new hired
- ❖ Maintain an up to date and accurate staff records and filling system
- ❖ Responsibilities including all human resources activities/ practices, employment, compensation, labour relations, benefits
- ❖ Liable for Job Contract / Offer letter for newly hired manpower.
- ❖ Working on all recruitment procedure make sure that it is aligned to the business plan, validity of the vacant position and profile fit to the position
- ❖ Preparing lists for each department with the candidates applying
- ❖ Maintain the log of leave and ticketing, and arrange E-ticket and exit visa for employees
- ❖ Answering emails and phone calls.
- ❖ Managing documents approvals and signature.
- ❖ Manage and update the integrity of HR database
- ❖ Maintain, OBO Clearance Vetting forms, Overseas Buildings Operations(OBO) interviews, Time, Attendance system
- ❖ Coordinate recruitment activity for HR Generalist, including screening applications, interviews arranging & coordinating assessment centers
- ❖ Coordinating with OBO-US Department of State, approval employees, arranging interviews and badges.
- ❖ issuing contracts & related documentation (benefits, healthcare, Iqama)
- ❖ Provided administration support to the HR Manager in all HR related matters;
- ❖ Occasionally carrying out various administration tasks like, photocopying, filing vetting forms. Reviewing validation output and performing specified manual checks on the data to ensure consistency and completeness
- ❖ Handling confidential information in line with the firm's data security protocols
- ❖ Typed all candidates' information and saved them in digital format ProjNet website
- ❖ Assisted account department in calculation of wages for employees and preparing salary slip
- ❖ Managing documents approvals and signature.



“El-Seif Engineering and Contracting Company” in Saudi Arabia (Jeddah)

Project : **King Abdullah Sports City Jeddah**
Position : **Administrative Assistant**
Client : **Saudi Aramco**
Duration : **14-Jan-2014 to 25-Oct-2017 (3 years and 10 Months)**

OVERALL KEY DUTIES AND RESPONSIBILITIES

New Employee Processing.

- ❖ Ensure the documents cycle is complete within boarding and orientation of employee.
- ❖ Affix signature on employee contract and arrange medical check-up.
- ❖ Submit passport of new joiner to Government Relations department for issuance of resident permit (Iqama) and a copy of passport is sent for issuance of medical card.
- ❖ Scrutinize employee offer letter and contract before entering details in both access database and Oracle fusion such as; Date of joining, GOSI number, Basic salary, Housing, Transportation, Vacation days, Ticket entitlement etc.
- ❖ Creating payroll calculation information, payroll relationship and elements entries based on employee compensation and linking it to an appropriate assignment in Oracle Fusion (HCM).
- ❖ Responsible in updating salary information. Such as; basic, housing, transportation, vacation days and ticket details etc.
- ❖ Preparing the employees MDM forms for creating position codes.

Manage Absence Cases through oracle.

- ❖ Processing leave and vacation (BU3-P136-MOI-HQ-Jeddah) with a manpower of about 1800 employees (both staff and manpower) which involves all the bifurcation. Such as; Annual (Company Expense), Emergency (Employee Expense), Sick leave, Study leave, Maternity & paternity leave, Business travels etc. in accordance to Saudi labour law.
- ❖ To check if the employee are entitled for air ticket and approve their leave in HCM and further processing of their exit re-entry visa and book their tickets.
- ❖ Closely coordination with Government Relations department for the issuance of single/ multiple exit re-entries and arranging original passports.
- ❖ Arrange air-tickets& transportation for staff & manpower. (Vacation employees)

Terminations through oracle & manual

- ❖ Terminations processing for staff & manpower As: End of contract, Resignation, Reduction of force Disciplinary action & did not return from leave and etc.as per company policy.
- ❖ Arrange final exit visa, tickets and release.
- ❖ Circulate the emails for absconded employees to all ESEC projects.

Employees transfers through oracle & manual.

- ❖ Employees line manager changes in oracle.
- ❖ Transfers through oracle & manual.
- ❖ Preparing STN's & MTN's oracle & manual.

Document Controlling & Distribution.

- ❖ Preparing Inter Office Correspondence.
- ❖ Preparing Transmittals for Out-going documents.
- ❖ Maintain Saudi Post service.
- ❖ Distribution the Documents. As; ATM, employment letters, Iqama& MIC other employee related documents.
- ❖ Maintain in-coming & out-going documents log.
- ❖ UPS mail sending & receiving (Project: P136, P120, PMV, HES-001, HPT-001, P140 and consultant.
- ❖ Preparing monthly UPS mail correspondence.

- ❖ Secure the documents soft copy and hard copy.
- ❖ Maintain the employee personnel files.
- ❖ Medical Insurance Cards for left employee secure and send to head office for cancellation of MIC policy.
- ❖ Managing documents approvals and signature.

Arab National Bank.

- ❖ Coordinating with the concerned to open accounts for newly hired employee (Manpower).
- ❖ To follow-up with the bank for New ATM card and agreement and distributed of them.
- ❖ To provide extensive support to the employees in issues like ATM card activation, deactivation and reissuance.
- ❖ Help employee file complaint for Lost/Damaged ATM card by blocking with immediate effect and then reissue another ATM cards.
- ❖ To update account details to payroll team such as; Bank name, Branch name, Account Number & IBAN Number in Oracle Fusion before payroll for the entire newly hired employee in that month for a smooth payroll run.

Other related tasks.

- ❖ For reimbursement of air tickets, exit-re-entry visa payments, SCE registration missing payments etc.
- ❖ Arrange employment letters as per employee's request.
- ❖ Arrange service certificates for final exit employees.
- ❖ Maintain ESEC templates for project related.
- ❖ Issuing memos and securing. (Soft & Hard)
- ❖ Iqama renewals request and passports renewals with transfer visa information.
- ❖ To maintain accurate reports & reinforcement of legal policies, procedures & guidelines.
- ❖ Answering emails and phone calls.

3RD

"TATA motors company Kerala

Position : Secretary
Duration : July-2010 to 2011 (1 Year)

OVERALL KEY DUTIES AND RESPONSIBILITIES

- ❖ Ensure that all Annual contracts are executed and renewed in time & maintain all administration records.
- ❖ Register the incoming and outgoing documents to maintain the records.
- ❖ Arrange transportation for new candidates with General Services based on their arrival notification.
- ❖ Supervise the employees, attend their problems and report about their duty progress to director.
- ❖ Supervise other Administrative and personal functions.
- ❖ Day to day official correspondence, Distribute all required documents and duties to whomsoever it may concern.
- ❖ Possess huge experience of tackling crucial situations and working under pressure.
- ❖ Excellent analytical skills with experience of working in computerized environment.
- ❖ Make Daily Summary reports. And daily logs up-dating.
- ❖ Good exposure to the latest Automated Office Environment.
- ❖ Preparing Purchase Request and Coordinate with local purchasers.

- ❖ Maintenance Store Related Records and arrange stationary requirements.
- ❖ Preparing hotel invoices and other claims.
- ❖ Monthly Communication expenses and maintains mobile phone, GPS and recharge cards.
- ❖ Preparing employees leave requests and coordinate with treasury department.
- ❖ Preparing Internal & external Correspondence.
- ❖ Preparing Business Travel Application & Claims for management level officers.

4TH

RAJAKUMARI GOLD SOUK in Kerala

Position : HR Assistant
Duration : Nov-2017 to June 2018 (8 Months)

OVERALL KEY DUTIES AND RESPONSIBILITIES

- ❖ Ensure that all Annual contracts are executed and renewed in time & maintain all administration records.
- ❖ Make Daily Summary reports. And daily logs up-dating
- ❖ Monthly Staff Communication expenses maintenance & issuance of recharge cards.
- ❖ Preparing staff & labour leave requests and coordinate to Head Office.
- ❖ Preparing Interoffice Correspondence.
- ❖ Preparing Business Travel Application & Claims.

Academic Qualification

- ❖ Bachelor of Arts in Economics (B.A. [Eco]) from Madurai University
- ❖ Board of Intermediate.
- ❖ Board of Secondary Education.

DECLARATION:

I do hereby declare that all that all the contents specified herein are true and accurate to be best of my knowledge and verification.

Date:

Place: India, Kerala, Kollam
